Owen J. Roberts School District

East Coventry Elementary School

932 Sanatoga Road

Pottstown, PA 19465

TO: Parents

FROM: Todd Oswald, Principal

DATE: November, 2013

RE: Parent Conference Appointment

Priority in scheduling was given to homeroom teachers and their attempt to schedule parents with siblings within a suitable time frame (on the same day). If you are also interested in meeting with your child’s math, special area, or learning support teacher and have indicated so already, those teachers will try to attend the scheduled conferences noted below. Should time not permit on the November 25th or 26th, they will inform the homeroom teacher with regards to your child’s progress and contact you with further information if needed.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CHILD’S NAME

Your child’s conference has been scheduled for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE

at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

# TIME

Please return the bottom portion of this letter.

\_\_\_\_I will attend the conference scheduled for me.

\_\_\_\_I cannot attend. I will contact the teacher for another date and time.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CHILD’S NAME PARENT’S SIGNATURE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TEACHER